

MATTHEW LEE

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SUMMARY

Motivated 3rd-year Mathematics student at the University of Waterloo specializing in Financial Analysis, with a minor in Computer Science. Seeking a cooperative education opportunity to leverage my skills in investment research, financial analysis, and coding while contributing to a dynamic team.

EDUCATION

University of Waterloo

Sep 2021 – present

Mathematics / Financial Analysis & Risk Management

- Specialization in Chartered Financial Analyst, Minor in Computer Science, Co-operative Education Program
- Applied theoretical knowledge through practical experience in market activities (shares, bonds, ETFs) via the StockTrak Trading Program
- Actively involved as a member of the National Organization for Business and Engineering (NOBE Waterloo)

The Wharton School of the University of Pennsylvania

May 2023 – Sep 2023

Business Analytics Specialization

- Developed robust data literacy and analytical skills in marketing, finance, human resources, and operations
- Executed extensive business analysis projects such as the Capstone Project: Business Analytics Framework for Strategy

Toronto Metropolitan University

May 2022 – Sep 2022

Advanced Digital and Professional Training Micro-Certification

- Completed rigorous learning modules encompassing technical and communication skills
- Collaborated closely with industry experts to enhance Business Writing, SEO, Presentation, and Communication skills

PROFESSIONAL EXPERIENCE

Super.com

May 2023 – Aug 2023 | Toronto, ON

Financial Planning & Analysis Intern

- Streamlined monthly budgeting, forecasts, and financial reconciliations, enhancing team efficiency.
- Produced comprehensive financial metric reviews, KPI reports, and OKR results for senior management.
- Automated critical tasks using advanced Excel functions, resulting in an 80% time-saving.
- Utilized Cube to retrieve financial data and create precise financial statements.
- Recognized with the "Exceeds Expectations Award" for consistently exceeding performance expectations.

The Ontario Chamber of Commerce

May 2022 – Aug 2022 | Toronto, ON

E-Commerce Advisor

- Spearheaded outreach and partnership development activities with chamber networks, businesses, and educational institutions
- Offered valuable e-commerce guidance to businesses looking to enhance their digital presence
- Strategically assisted businesses in their digital adoption journey, driving improved online visibility

Removed Media

May 2022 – Aug 2022 | Vancouver, BC

Market Research Project: Cleantech and Renewable Energy - Team Lead

- Drove the organization and coordination of weekly Taekwondo classes for diverse age groups
- Formulated tailored training regimens to enhance the physical capabilities and health of students
- Assumed a leadership role in managing camp assistants, ensuring a professional and supportive environment

CORE COMPETENCIES

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|------------------------------------|------------------------------|---|--------------------------------|
| • Excel / RStudio | • Python / SQL / VBA | • KPI / OKR | • MS Office Suite |
| • Financial Analysis / Investments | • Leadership / Team-Oriented | • Forecasting / Budgeting / Reconciliations | • Detail & Multi-task Oriented |

LEADERSHIP OPPORTUNITIES

Master Teo's Taekwondo

Jul 2006 – present | Markham, ON

4th Dan Taekwondo Master, Camp Coordinator, Certified Referee

- Drove the organization and coordination of weekly Taekwondo classes for diverse age groups
- Formulated tailored training regimens to enhance the physical capabilities and health of students
- Assumed a leadership role in managing camp assistants, ensuring a professional and supportive environment